

**DEPARTMENT OF FINANCE AND ADMINISTRATION**  
**Administrative Memorandums**

**300.26**      TITLE:      Smoking Policy  
ISSUING OFFICE:      Director's Office  
DISTRIBUTION THROUGH:      All DFA Employees      (LEVEL)  
DATE ISSUED/REVISED:      9/23/97      REPLACES:      300.26      DATED:      6/01/89

Smoking is not allowed in any offices of the Department of Finance and Administration. Smoking outside of offices shall occur in designated areas only.